

# **EXHIBIT 18**

# Sales Associate: Hardware, Fabrics, Crafts, and Home Furnishings



## Performance Evaluation

### Associate Information

Associate Name	Marlo Spaeth	Store #	1449
WIN #	103993559	Review period	
Supervisor	Jeff Bunnell	From:	To:

### Introduction

Providing associates accurate and timely feedback on performance is a part of our company's Three Basic Beliefs. Both associate and manager have an active role in performance management. Providing clear expectations, having regular discussions, and communicating about performance progress throughout the year are key to ensuring achievement of results and performance expectations. The performance evaluation is an opportunity for a formal discussion between associate and manager regarding performance on results and competencies.

### Rating Scale

Below Expectations	Development Needed	Solid Performer	Exceeds Expectations	Role Model
Demonstrates performance that clearly does not meet the job requirements	Describes or demonstrates experience, performance, or knowledge that does not fully meet the standards listed under Solid Performer.	Consistently demonstrates performance that meets the job requirements.	Describes or demonstrates experience, performance, or knowledge that exceeds the standards listed under Solid Performer, but does not fully meet the standards listed under Role Model.	Consistently demonstrates performance that sets the standard of excellence and exceeds the job requirements.

### Competencies

Inventory			RATING
Handles moves, and displays goods in safe and correct ways. Tracks goods, maintains in-stock levels, and controls shrinkage in a timely manner. Reports poor inventory practices and low in-stock levels in assigned area. Uses inventory tools and equipment in safe and correct ways.			Solid Performer
Below Expectations	Solid Performer	Role Model	
Handles, displays merchandise and operates equipment in unsafe/incorrect ways that do not support customer service or EDLC.	Handles, displays merchandise and operates equipment in safe/correct ways in order to meet customer needs and support EDLC (for example, claim and accident cost prevention).	Models and trains other associates on handling/displaying merchandise, and operating equipment in safe and correct ways to enhance sales and service and support EDLC.	
Lacks knowledge and		Is recognized by associates and	



<p>Understanding of Inventory Management Systems</p> <p>Does not use standard operating procedures, routines, and tools in order to maintain in-stock.</p> <p>Does not demonstrate knowledge and understanding of inventory and shrink controls.</p>	<b>Development Needed</b>	<p>Consistently maintains accurate PI and in-stock levels by demonstrating knowledge and application of inventory management systems and tools.</p> <p>Follows the standard operating procedures, routines, and tools to maximize PI accuracy and in-stock levels.</p> <p>Demonstrates knowledge and understanding of inventory and shrink controls to support PI accuracy.</p>	<b>Exceeds Expectations</b>	<p>supervisors as a subject matter expert in inventory management systems.</p> <p>Uses standard operating procedures, routines, and tools to maximize PI accuracy and in-stock while teaching others to do the same.</p> <p>Models and trains other associates on inventory and shrink controls that increase PI accuracy and support EDLC.</p>
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Stocking/Receiving			RATING	
Follows proper procedures to prevent theft and loss when stocking, receiving, maintaining, and securing goods. Receives, stages, and delivers goods to appropriate areas throughout the Facility in a timely manner. Reports complaints and problems with products, services, and conditions in the Stocking/Receiving area. Uses stocking/receiving supplies and equipment in safe and correct ways.			Solid Performer	
Below Expectations		Solid Performer		Role Model
<p>Demonstrates a lack of concern for proper procedures that prevent theft and loss when stocking, receiving, maintaining, or securing goods.</p> <p>Is inaccurate and/or inconsistent when receiving, staging, or delivering goods to areas throughout the facility.</p> <p>Lacks knowledge and consistency with the Inventory Management System when processing merchandise.</p> <p>Displays a lack of concern for safety when using stocking/receiving supplies and operating equipment.</p> <p>Does not communicate</p>	<b>Development Needed</b>	<p>Consistently follows proper procedures to prevent theft and loss when stocking, receiving, zoning, maintaining, and securing goods.</p> <p>Receives, stages, and delivers merchandise to appropriate areas throughout the facility in a timely manner.</p> <p>Appropriately uses the Inventory Management Systems when processing merchandise.</p> <p>Safely and properly uses stocking/receiving supplies, equipment, and tools.</p> <p>Appropriately identifies and reports issues/concerns with conditions within the work area.</p>	<b>Exceeds Expectations</b>	<p>Proactively identifies and teaches ways to prevent theft and loss when stocking, receiving, zoning, maintaining, and securing goods.</p> <p>Models and communicates to others the proper way to receive, stage, and deliver goods to appropriate areas throughout the facility.</p> <p>Identifies and resolves issues with the Inventory Management System when handling merchandise.</p> <p>Models and teaches proper use of stocking/receiving supplies, equipment, and tools. Identifies root cause and recommends ways to correct issues or concerns with conditions within work area.</p>




safety concerns.


Judgment			RATING
Uses policies, procedures, and/or guides to make good choices. Uses data and facts in order to make day-to-day decisions and involves others as needed. Recognizes what might be a problem and informs those who can correct it.			Solid Performer
Below Expectations	Development Needed	Solid Performer	Role Model
Does not effectively manage time (for example, clocking in, breaks, clocking out) which poorly effects customer service and productivity		Effectively manages time by following proper procedures (for example, clocking in, breaks, clocking out) in order to improve customer service and productivity.	Models and trains others how to manage time by properly following procedures (for example, clocking in, breaks, clocking out) in order to improve customer service and productivity.
Does not follow policies, procedures, and/or guides when making day-to-day decisions and does not involve others as needed.		Follows policies, procedures, and/or guides when making day-to-day decisions and involves others as needed.	Communicates and trains others on policies, procedures, and/or guides to enhance day-to-day decision making skills.
Does not make effective decisions when resolving issues or does not request assistance as needed when performing customer service and interacting with other associates.		Makes effective decisions to resolve issues (for example, ad match or overrides) or request assistance as needed when performing customer service and interacting with other associates.	Communicates and trains others in resolving issues when performing customer service or interacting with other associates.
		Exceeds Expectations	

Customer Centered			RATING	
Shows care and concern when serving our associates and customers. Asks questions in order to understand associate and customer needs. Uses policies and information in order to exceed associate and customer expectations. Finds and uses the right resources (people, products, tools) at the right time in order to resolve associate and customer requests			Solid Performer	
Below Expectations		Solid Performer		Role Model
Avoids customer interactions and opportunities to understand their needs. Does not engage and assist customers in the service area.		Acknowledge customers by positively greeting, inquiring about shopping needs, assisting with locating merchandise, and meeting service area needs.		Proactively acknowledges and engages customers in order to exceed their expectations (service area) while inspiring others to do the same.
Lacks necessary business/service area knowledge and understanding to meet customer needs. Does not		Demonstrates business knowledge and understanding by asking relevant questions in order to meet customer needs.		Proactively demonstrates business/service area knowledge as a subject matter expert while being a resource to other associates in order to exceeds customer needs.



ask relevant questions in order to learn business's service area.	<b>Development Needed</b>	Ensures a consistent safe, clean, zoned and in-stock shopping experience for customers. Maintains a safe and clean service area.	<b>Exceeds Expectations</b>	Leads efforts to ensure a consistently safe, clean, zoned and in-stock shopping experience for customers. Leads efforts to ensure safe and clean service area.
Does not consistently provide a safe, clean, zoned and in-stock shopping experience for customers		Demonstrates knowledge and understanding of required documentation, processes, systems and tools in order to meet customer needs. Including service area equipment, tools, and supplies.		Teaches and trains knowledge and understanding of required documentation, processes, systems and tools to other associates in order to exceed customer needs.
Does not demonstrate sufficient service area knowledge and understanding of required documentation, processes, systems and tools in order to meet customer needs.				

Execution and Results		RATING	
Ensures work is done correctly. Works on top priorities first. Makes a consistent effort to get results. Meets deadlines. Takes action in order to solve problems so work can be completed in a timely manner.		Solid Performer 	
Below Expectations	Development Needed	Solid Performer	Role Model
Does not follow proper procedures and fails to utilize tools/systems or resources when completing assigned work.		Ensures a consistent safe, clean, zoned and in-stock shopping experience. Utilizes correct procedures and store systems and resources.	Motivating and teaching others to ensure a safe, clean, zoned and in-stock shopping experience for customers.
Consistently places tasks before customer service.		Ensures customers are top priority when completing tasks. Effectively manages time and prioritizes tasks correctly.	Partners with supervisors in identifying sales and service opportunities and solutions in order to enhance customer shopping experience.
Struggles to complete assignments timely and accurately		Completes all assigned tasks timely and accurately.	Sets the standard among peers in completing all tasks accurately and ahead of schedule. Takes initiative to assist others in completing tasks and increase productivity.
Displays no initiative to solve problems and ensure work is completed timely and accurately.		Exceeds Expectations	Identifies root cause of problems, communicates and provides solutions to ensure work is completed timely and accurately.

<b>Adaptability</b>		<b>RATING</b>	
Adapts to changing work demands. Stays focused on own work when faced with change or difficulties. Stays open to and learns from feedback.		Solid Performer 	
Below Expectations		Solid Performer	
Struggles to identify/adapt		Identifies/adapts to	
			Role Model
			Proactively identifies and leads

<p>to changing department(s), priorities, and demands.</p> <p>Does not maintain a positive attitude or adjust to stay focused on responsibilities when faced with a changing environment.</p> <p>Is not receptive to constructive feedback. Does not change behaviors based on developmental discussions.</p>	<p><b>Development Needed</b></p>	<p>changing department(s), priorities, and demands based on customer and store needs.</p> <p>Maintains a positive attitude and stays focused on responsibilities when faced with change.</p> <p>Is receptive and learns from constructive feedback and applies it to future situations.</p>	<p><b>Exceeds Expectations</b></p>	<p>other associates in adapting to changing department(s), priorities and demands.</p> <p>Promotes a positive environment while reprioritizing responsibilities when faced with change.</p> <p>Seeks out constructive feedback and applies it to further development. Welcomes added responsibilities and learning opportunities.</p>
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### Manager Comments

Marlo is very good with zoning the Domestic and Houseware areas.

Marlo is very good at putting away the returns for her areas as well.

Marlo helps customers find the items they are searching for and promotes the 10ft. rule.

Marlo has 0 active absences in a 6 month rolling period.

### Overall Performance Rating

Below Expectations	Development Needed	<b>Solid Performer</b>	Exceeds Expectations	Role Model
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### Associate comments

I Like working Here

Check type of evaluation: ☐ 90 Day ☒ Annual ☐ Follow Up

Current Pay Rate: 12.10

Increase Amount: .40

New Pay Rate: \$12.50

### Signatures

Marlo I Spaeth

Associate Signature

Marlo Spaeth

Print Associate Name

6-11

Date

Sue Thorne

Hourly Supervisor Signature

Jeff Bunnell

Print Hourly Supervisor Name

6-13-14

Date

Lori Haggles

Next Level Supervisor Signature

Lori Haggles

Print Next Level Supervisor Name

6-13-14

Date

Donna Popp

Store/Co Manager Signature

D. Popp

Print Store/Co Manager Name

6-16-14

Date



Sales Associate: General, Apparel, Celebration Center, Dry Grocery, GM, OTC

**Walmart**

## Performance Evaluation

## Associate Information

Associate Name	Marlo Spaeth	Store #	1449
WIN #		Review period	
Supervisor	Loretta Reed	From:	8/02/12 To: 08/02/13

## Introduction

Providing associates accurate and timely feedback on performance is a part of our company's Three Basic Beliefs. Both associate and manager have an active role in performance management. Providing clear expectations, having regular discussions, and communicating about performance progress throughout the year are key to ensuring achievement of results and performance expectations. The performance evaluation is an opportunity for a formal discussion between associate and manager regarding performance on results and competencies.

## Rating Scale

Below Expectations	Development Needed	Solid Performer	Exceeds Expectations	Role Model
Demonstrates performance that clearly does not meet the job requirements	Describes or demonstrates experience, performance, or knowledge that does not fully meet the standards listed under Solid Performer.	Consistently demonstrates performance that meets the job requirements.	Describes or demonstrates experience, performance, or knowledge that exceeds the standards listed under Solid Performer, but does not fully meet the standards listed under Role Model.	Consistently demonstrates performance that sets the standard of excellence and exceeds the job requirements.

## Competencies

Inventory			RATING	
Handles, moves, and displays goods in safe and correct ways. Tracks goods, maintains in-stock levels, and controls shrinkage in a timely manner. Reports poor inventory practices and low in-stock levels in assigned area. Uses inventory tools and equipment in safe and correct ways.			Solid Performer	
Below Expectations	Development Needed	Solid Performer	Exceeds Expectations	Role Model
Handles, displays merchandise and operates equipment in unsafe/incorrect ways that do not support customer service or EDLC.	Development Needed	Handles, displays merchandise and operates equipment in safe/correct ways in order to meet customer needs and support EDLC (for example, claim and accident cost prevention).	Exceeds Expectations	Models and trains other associates on handling/displaying merchandise, and operating equipment in safe and correct ways to enhance sales and service and support EDLC.
Lacks knowledge and understanding of Inventory Management Systems.		Consistently maintains accurate PI and in-stock levels by demonstrating knowledge and application of inventory management systems and tools.		Is recognized by associates and supervisors as a subject matter expert in inventory management systems.
Does not use standard operating procedures, routines, and tools in order to maintain in-stock.		Follows the standard operating procedures, routines, and tools to maximize PI accuracy and in-stock levels.		Uses standard operating procedures, routines, and tools to maximize PI accuracy and in-stock while teaching others to do the same.
Does not demonstrate knowledge and understanding of inventory and shrink controls.		Demonstrates knowledge and understanding of inventory and shrink controls to support PI accuracy.		Models and trains other associates on inventory and shrink controls that increase PI accuracy and support EDLC.

## Stocking/Receiving

Stocking/Receiving			RATING	
Follows proper procedures to prevent theft and loss when stocking, receiving, maintaining, and securing goods. Receives, stages, and delivers goods to appropriate areas throughout the Facility in a timely manner. Reports complaints and problems with products, services, and conditions in the Stocking/Receiving area. Uses stocking/receiving supplies and equipment in safe and correct ways.			Solid Performer	
Below Expectations	Development Needed	Solid Performer	Exceeds Expectations	Role Model
Demonstrates a lack of concern for proper procedures that prevent theft and loss when stocking, receiving.	Development Needed	Consistently follows proper procedures to prevent theft and loss when stocking, receiving, zoning,	Exceeds Expectations	Proactively identifies and teaches ways to prevent theft and loss when stocking, receiving, zoning, maintaining, and securing



maintaining, or securing goods.  is inaccurate and/or inconsistent when receiving, staging, or delivering goods to areas throughout the facility.  Lacks knowledge and consistency with the inventory Management System when processing merchandise.  Displays a lack of concern for safety when using stocking/receiving supplies and operating equipment. Does not communicate safety concerns.	<b>Development Needed</b>	maintaining, and securing goods.  Receives, stages, and delivers merchandise to appropriate areas throughout the facility in a timely manner.  Appropriately uses the Inventory Management Systems when processing merchandise.  Safely and properly uses stocking/receiving supplies, equipment, and tools. Appropriately identifies and reports issues/concerns with conditions within the work area.	<b>Exceeds Expectations</b>	goods.  Models and communicates to others the proper way to receive, stage, and deliver goods to appropriate areas throughout the facility.  Identifies and resolves issues with the Inventory Management System when handling merchandise.  Models and teaches proper use of stocking/receiving supplies, equipment, and tools. Identifies root cause and recommends ways to correct issues or concerns with conditions within work area.
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Judgment			RATING	
Uses policies, procedures, and/or guides to make good choices. Uses data and facts in order to make day-to-day decisions and involves others as needed. Recognizes what might be a problem and informs those who can correct it.			Solid Performer	
<b>Below Expectations</b>	<b>Development Needed</b>	<b>Solid Performer</b>	<b>Exceeds Expectations</b>	<b>Role Model</b>
Does not effectively manage time (for example, clocking in, breaks, clocking out) which poorly effects customer service and productivity.  Does not follow policies, procedures, and/or guides when making day-to-day decisions and does not involve others as needed.  Does not make effective decisions when resolving issues or does not request assistance as needed when performing customer service and interacting with other associates.		Effectively manages time by following proper procedures (for example, clocking in, breaks, clocking out) in order to improve customer service and productivity.  Follows policies, procedures, and/or guides when making day-to-day decisions and involves others as needed.  Makes effective decisions to resolve issues (for example, ad match or overrides) or request assistance as needed when performing customer service and interacting with other associates.		Models and trains others how to manage time by properly following procedures (for example, clocking in, breaks, clocking out) in order to improve customer service and productivity.  Communicates and trains others on policies, procedures, and/or guides to enhance day-to-day decision making skills.  Communicates and trains others in resolving issues when performing customer service or interacting with other associates.

Customer Centered			RATING	
Shows care and concern when serving our associates and customers. Asks questions in order to understand associate and customer needs. Uses policies and information in order to exceed associate and customer expectations. Finds and uses the right resources (people, products, tools) at the right time in order to resolve associate and customer requests.			Solid Performer	
<b>Below Expectations</b>	<b>Development Needed</b>	<b>Solid Performer</b>	<b>Exceeds Expectations</b>	<b>Role Model</b>
Avoids customer interactions and opportunities to understand their needs. Does not engage and assist customers in locating merchandise.  Lacks necessary business knowledge and understanding. Does not ask relevant questions in order to meet customer needs.  Does not consistently provide a safe, clean, zoned and in-stock shopping experience for customers.  Does not demonstrate sufficient knowledge and understanding of processes, systems and tools in order to meet customer needs.		Acknowledge customers by positively greeting, inquiring about shopping needs and assisting with locating merchandise.  Demonstrates business knowledge and understanding by asking relevant questions in order to meet customer needs.  Ensures a consistent safe, clean, zoned and in-stock shopping experience for customers.  Demonstrates knowledge and understanding processes, systems and tools in order to meet customer needs including securing customer information as necessary.		Proactively acknowledges and engages customers in order to exceed their expectations while inspiring others to do the same.  Proactively demonstrates business knowledge by teaching and training others on department products and services.  Leads efforts to ensure a consistently safe, clean, zoned and in-stock shopping experience for customers.  Models and trains knowledge and understanding of processes, systems and tools to other associates in order to exceed customer needs.



<b>Execution and Results</b>		<b>RATING</b>	
Ensures work is done correctly. Works on top priorities first. Makes a consistent effort to get results. Meets deadlines. Takes action in order to solve problems so work can be completed in a timely manner.		Solid Performer	
<b>Below Expectations</b>	<b>Development Needed</b>	<b>Solid Performer</b>	<b>Exceeds Expectations</b>
Does not follow proper procedures and fails to utilize tools/systems or resources when completing assigned work.	Development Needed	Ensures a consistent safe, clean, zoned and in-stock shopping experience. Utilizes correct procedures and store systems and resources.	Exceeds Expectations
Consistently places tasks before customer service.		Ensures customers are top priority when completing tasks. Effectively manages time and prioritizes tasks correctly.	
Struggles to complete assignments timely and accurately.		Completes all assigned tasks timely and accurately.	
Displays no initiative to solve problems and ensure work is completed timely and accurately.		Takes action in solving customer and work problems in order to ensure work is completed timely and accurately.	
		<b>Role Model</b>	
		Motivating and teaching others to ensure a safe, clean, zoned and in-stock shopping experience for customers.	
		Partners with supervisors in identifying sales and service opportunities and solutions in order to enhance customer shopping experience.	
		Sets the standard among peers in completing all tasks accurately and ahead of schedule. Takes initiative to assist others in completing tasks and increase productivity.	
		Identifies root cause of problems, communicates and provides solutions to ensure work is completed timely and accurately.	

<b>Adaptability</b>		<b>RATING</b>	
Adapts to changing work demands. Stays focused on own work when faced with change or difficulties. Stays open to and learns from feedback.		Solid Performer	
<b>Below Expectations</b>	<b>Development Needed</b>	<b>Solid Performer</b>	<b>Exceeds Expectations</b>
Struggles to identify/adapt to changing department(s), priorities, and demands.	Development Needed	Identifies/adapts to changing department(s), priorities, and demands based on customer and store needs.	Exceeds Expectations
Does not maintain a positive attitude or adjust to stay focused on responsibilities when faced with a changing environment.		Maintains a positive attitude and stays focused on responsibilities when faced with change.	
Is not receptive to constructive feedback. Does not change behaviors based on developmental discussions.		Is receptive and learns from constructive feedback and applies it to future situations.	
		<b>Role Model</b>	
		Proactively identifies and leads other associates in adapting to changing department(s), priorities, and demands.	
		Promotes a positive environment while reprioritizing responsibilities when faced with change.	
		Seeks out constructive feedback and applies it to further development. Welcomes added responsibilities and learning opportunities.	

<b>Manager Comments</b>				
Marlo has learned to get own schedule without assistance. Marlo puts returns away on a daily basis and asks questions when she needs assistance. Marlo's area of opportunity would be her customer interactions and learning surrounding areas to assist customers locating items. Marlo you do a great job zoning especially in the bath areas.				
<b>Overall Performance Rating</b>				
<b>Below Expectations</b>	<b>Development Needed</b>	<b>Solid Performer</b>	<b>Exceeds Expectations</b>	<b>Role Model</b>

<b>Associate comments</b>
I like my job. will work on learning surrounding areas.



Check type of evaluation: <input type="checkbox"/> 90 Day <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Follow Up		
Current Pay Rate: <u>11.70</u>	Increase Amount: <u>.40</u>	New Pay Rate: <u>\$12.10</u>

**Signatures**

x Marlo I Spaeth  
Associate Signature

Marlo Spaeth  
Print Associate Name

6-11-13  
Date

Joy Nienow  
Hourly Supervisor Signature

Loretta Reed  
Print Hourly Supervisor Name

6-11-13  
Date

Thomas J Strachan  
Next Level Supervisor Signature

Donna Dehne  
Print Next Level Supervisor Name

6-11-13  
Date

Adam Decker  
Store/Co Manager Signature

Adam Decker  
Print Store/Co Manager Name

6/13/13  
Date



## Performance Evaluation

## Hardware Sales Associate



## Associate Information

Associate Name	Marlo Spaeth	Store #	1449
WIN #	103993559	Review Period	
Supervisor	Melissa Gass	From:	8/2/2011
		To:	8/2/2012

## Company Beliefs and Values (Daily application and understanding of Wal-Mart's 3 Basic Beliefs are reflected throughout the evaluation.)

Respect for the Individual:	Servant Leadership, Open Door, Accountability, Open Communications, People Development, Trust, Humility, Caring, Team Work, Empowerment, Confidentiality, Listening, Diversity
Service to Our Customer:	Friendly Atmosphere, Pleasant Shopping Experience, EDLP, Aggressive Hospitality, Sundown Rule, Satisfaction Guaranteed, Sense of Urgency, 10-ft. Rule, Community Minded, Quality Always!
Strive for Excellence:	Continuous Improvement, Dissatisfaction with the Status Quo, Results Oriented, Integrity Always!, Competitive Spirit, Sustainability, Failure Allowance, Risk-Taking Encouraged, Expense Control, Change Agents, Compliance with Laws

## Rating Scale

**Role Model** - Consistently demonstrates performance that sets the standard of excellence and exceeds the job requirements.

**Exceeds Expectations** - Demonstrates performance that exceeds some of the requirements of the job, but does not fully meet the standard of excellence.

**Solid Performer** - Consistently demonstrates performance that meets the job requirements.

**Development Needed** - Demonstrates performance that requires improvement or does not fully meet the requirements of the job.

**Below Expectations** - Demonstrates performance that clearly does not meet the job requirements.

## Competencies

Be sure to access the WIRE for this position's most current Competency Reference Document. The below competency definitions are the "Solid Performer" evaluation standard. The Competency Reference Document provides additional details on all five performance levels.

1/9/2009

## Inventory

Handles, moves, and displays goods in safe and correct ways. Tracks goods, maintains in-stock levels, and controls shrinkage in a timely manner. Reports poor inventory practices and low in-stock levels in assigned area. Uses inventory tools and equipment in safe and correct ways.

Solid Performer

## Point-of-Sale

Follows proper procedures to prevent shrink and follows applicable laws and regulations when selling items to Customers. Assists Customers with payment methods, return policies, and location of items when asked. Uses the cash register and completes Customer sales in a timely manner. Reports complaints, shrink issues, and problems with products, services, and work areas.

Solid Performer

## Hardware

Cuts chains, makes keys, and mixes paint in safe and correct ways. Assists Customers with hardware products and services. Provides hardware services, displays items, and helps Customers with their hardware needs in a timely manner. Reports Customer issues and concerns, shrink opportunities, and problems with hardware products, services, and work areas. Uses hardware equipment and supplies in safe and correct ways.

Solid Performer

## Judgment: Make Effective Choices

Uses policies, procedures, and/or guides to make good choices. Uses data and facts in order to make day-to-day decisions and involves others as needed. Recognizes what might be a problem and informs those who can correct it.

Solid Performer

## Customer Centered: Serve the Customer

Shows care and concern when serving our Associates and Customers. Asks questions in order to understand and meet Associate and Customer needs. Uses policies and information in order to exceed Associate and Customer expectations. Finds and uses the right resources (people, products, tools) at the right time in order to resolve Associate and Customer requests.

Solid Performer

## Influence and Communicate: Share Information

Listens to others and asks questions to learn about what is needed. Communicates the right information to Associates and leaders when they need it. Communicates in a respectful and professional manner.

Solid Performer

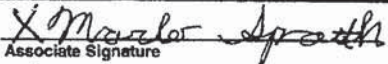
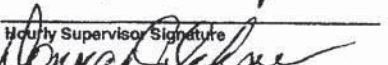
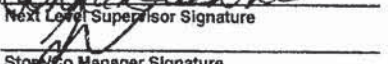

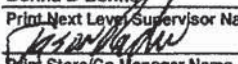
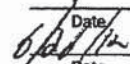
## Adaptability: Adapt

Adapts to changing work demands. Stays focused on own work when faced with change or difficulties. Stays open to and learns from assignments and feedback.

Solid Performer

## Comments

Marlo is a pleasure to see every day.

Associate Information				
Associate Name	Marlo Spaeth	Store #	1449	
Strengths				
Marlo does a great job of zoning the towels and rug area. She is here when scheduled.				
Areas of Opportunity				
Marlo needs to get up and get returns for both domestics and housewares and put them away before she goes home.				
Overall Performance Rating				
Role Model	Exceeds Expectations	Solid Performer	Development Needed	Below Expectations
Development				
Learn were more things are in the store so you can direct customers.				
Associate Comments				
I like my job. I like to help people.				
Check type of evaluation: <input type="checkbox"/> 90 Day <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Follow Up Current Pay Rate: <input type="text" value="\$11.30"/> Increase Amount: <input type="text" value="\$0.40"/> New Pay Rate: <input type="text" value="\$11.70"/>				
Signatures				
<div style="margin-bottom: 10px;"> Associate Signature</div> <div style="margin-bottom: 10px;"> Hourly Supervisor Signature</div> <div style="margin-bottom: 10px;"> Next Level Supervisor Signature</div> <div> Store/Co Manager Signature</div>	<div style="margin-bottom: 10px;">Marlo Spaeth Print Associate Name</div> <div style="margin-bottom: 10px;">Melissa Gass Print Hourly Supervisor Name</div> <div style="margin-bottom: 10px;">Donna D Dehne Print Next Level Supervisor Name</div> <div> Print Store/Co Manager Name</div>	<div style="margin-bottom: 10px;">_____ Date</div> <div style="margin-bottom: 10px;">_____ Date</div> <div style="margin-bottom: 10px;">_____ Date</div> <div> Date</div>		



## Performance Evaluation

## Hardware Sales Associate

Walmart

## Associate Information

Associate Name	Marlo Spa	Store #	1449
Social Security # (Last 4 Digits)		Review Period	
Supervisor	Loretta Reed	From:	6/1/2010 To: 6/1/2011

## Company Beliefs and Values (Daily application and understanding of Wal-Mart's 3 Basic Beliefs are reflected throughout the evaluation.)

<b>Respect for the Individual:</b>	Servant Leadership, Open Door, Accountability, Open Communications, People Development, Trust, Humility, Caring, Team Work, Empowerment, Confidentiality, Listening, Diversity
<b>Service to Our Customer:</b>	Friendly Atmosphere, Pleasant Shopping Experience, EDLP, Aggressive Hospitality, Sundown Rule, Satisfaction Guaranteed, Sense of Urgency, 10-ft. Rule, Community Minded, Quality Always!
<b>Strive for Excellence:</b>	Continuous Improvement, Dissatisfaction with the Status Quo, Results Oriented, Integrity Always!, Competitive Spirit, Sustainability, Failure Allowance, Risk-Taking Encouraged, Expense Control, Change Agents, Compliance with Laws

## Rating Scale

Role Model - Consistently demonstrates performance that sets the standard of excellence and exceeds the job requirements.

Exceeds Expectations - Demonstrates performance that exceeds some of the requirements of the job, but does not fully meet the standard of excellence.

Solid Performer - Consistently demonstrates performance that meets the job requirements.

Development Needed - Demonstrates performance that requires improvement or does not fully meet the requirements of the job.

Below Expectations - Demonstrates performance that clearly does not meet the job requirements.

## Competencies

Be sure to access the WIRE for this position's most current Competency Reference Document. The below competency definitions are the "Solid Performer" evaluation standard. The Competency Reference Document provides additional details on all five performance levels.

## Inventory

Handles, moves, and displays goods in safe and correct ways. Tracks goods, maintains in-stock levels, and controls shrinkage in a timely manner. Reports poor inventory practices and low in-stock levels in assigned area. Uses inventory tools and equipment in safe and correct ways.

Rating

Solid Performer

## Point-of-Sale

Follows proper procedures to prevent shrink and follows applicable laws and regulations when selling items to Customers. Assists Customers with payment methods, return policies, and location of items when asked. Uses the cash register and completes Customer sales in a timely manner. Reports complaints, shrink issues, and problems with products, services, and work areas.

Rating

Solid Performer

## Hardware

Cuts chains, makes keys, and mixes paint in safe and correct ways. Assists Customers with hardware products and services. Provides hardware services, displays items, and helps Customers with their hardware needs in a timely manner. Reports Customer issues and concerns, shrink opportunities, and problems with hardware products, services, and work areas. Uses hardware equipment and supplies in safe and correct ways.

Rating

Solid Performer

## Judgment: Make Effective Choices

Uses policies, procedures, and/or guides to make good choices. Uses data and facts in order to make day-to-day decisions and involves others as needed. Recognizes what might be a problem and informs those who can correct it.

Rating

Solid Performer

## Customer Centered: Serve the Customer

Shows care and concern when serving our Associates and Customers. Asks questions in order to understand and meet Associate and Customer needs. Uses policies and information in order to exceed Associate and Customer expectations. Finds and uses the right resources (people, products, tools) at the right time in order to resolve Associate and Customer requests.

Rating

Solid Performer

## Influence and Communicate: Share Information

Listens to others and asks questions to learn about what is needed. Communicates the right information to Associates and leaders when they need it. Communicates in a respectful and professional manner.

Rating

Development Needed

## Adaptability: Adapt

Adapts to changing work demands. Stays focused on own work when faced with change or difficulties. Stays open to and learns from assignments and feedback.

Rating

Development Needed

## Comments

Marlo always follows the dress code



**Associate Information**

Associate Name	Mario Spa	Store #	1449
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**Strengths**

Mario always does a good job at getting returns and a good job helping customers.

**Areas of Opportunity**

Mario needs to make sure that she makes more aisles look brilliant before she leaves.

**Overall Performance Rating**

Role Model	Exceeds Expectations	Solid Performer	Development Needed	Below Expectations
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**Development**

To be able to get more aisles done before she leaves.

**Associate Comments**

Mario will try to get more aisles done brilliantly. :)

Check type of evaluation: ☐ 90 Day ☒ Annual ☐ Follow Up

Current Pay Rate: 10.90 Increase Amount: 20 New Pay Rate: 11.30

**Signatures**

Mario L Spaeth  
Associate Signature  
Loretta Reed  
Hourly Supervisor Signature  
Bonnie Reed  
Next Level Supervisor Signature  
Brett Willey  
Store/Co Manager Signature

Mario Spa  
Print Associate Name  
Loretta Reed  
Print Hourly Supervisor Name  
Bonnie Reed  
Print Next Level Supervisor Name  
Brett Willey  
Print Store/Co Manager Name

6/2/11  
Date  
6/2/11  
Date  
6/3/11  
Date  
Date



## Performance Evaluation

Sales Associate



## Associate Information

Associate Name	Marlo Spaeth	Store #	1449
Social Security # (Last 4 Digits)	4039		
Supervisor	Donna Dehne	From:	8/2/2009 To: 8/2/2010

## Company Beliefs and Values (Daily application and understanding of Wal-Mart's 3 Basic Beliefs are reflected throughout the evaluation.)

<b>Respect for the Individual:</b>	Servant Leadership, Open Door, Accountability, Open Communications, People Development, Trust, Humility, Caring, Team Work, Empowerment, Confidentiality, Listening, Diversity
<b>Service to Our Customer:</b>	Friendly Atmosphere, Pleasant Shopping Experience, EDLP, Aggressive Hospitality, Sundown Rule, Satisfaction Guaranteed, Sense of Urgency, 10-ft. Rule, Community Minded, Quality Always!
<b>Strive for Excellence:</b>	Continuous Improvement, Dissatisfaction with the Status Quo, Results Oriented, Integrity Always!, Competitive Spirit, Sustainability, Failure Allowance, Risk-Taking Encouraged, Expense Control, Change Agents, Compliance with Laws

## Rating Scale

**Role Model** - Consistently demonstrates performance that sets the standard of excellence and exceeds the job requirements.

**Exceeds Expectations** - Demonstrates performance that exceeds some of the requirements of the job, but does not fully meet the standard of excellence.

**Solid Performer** - Consistently demonstrates performance that meets the job requirements.

**Development Needed** - Demonstrates performance that requires improvement or does not fully meet the requirements of the job.

**Below Expectations** - Demonstrates performance that clearly does not meet the job requirements.

## Competencies

Be sure to access the WIRE for this position's most current Competency Reference Document. The below competency definitions are the "Solid Performer" evaluation standard. The Competency Reference Document provides additional details on all five performance levels.

1/13/2009

## Stocking/Receiving

Follows proper procedures to prevent theft and loss when stocking, receiving, maintaining, and securing goods. Receives, stages, and delivers goods to appropriate areas throughout the Facility in a timely manner. Reports complaints and problems with products, services, and conditions in the stocking/receiving area. Uses stocking/receiving supplies and equipment in safe and correct ways.

Solid Performer

## Judgment: Make Effective Choices

Uses policies, procedures, and/or guides to make good choices. Uses data and facts in order to make day-to-day decisions and involves others as needed. Recognizes what might be a problem and informs those who can correct it.

Solid Performer

## Customer Centered: Serve the Customer

Shows care and concern when serving our Associates and Customers. Asks questions in order to understand and meet Associate and Customer needs. Uses policies and information in order to exceed Associate and Customer expectations. Finds and uses the right resources (people, products, tools) at the right time in order to resolve Associate and Customer requests.

Solid Performer

## Influence and Communicate: Share Information

Listens to others and asks questions to learn about what is needed. Communicates the right information to Associates and leaders when they need it. Communicates in a respectful and professional manner.

Solid Performer

## Adaptability: Adapt

Adapts to changing work demands. Stays focused on own work when faced with change or difficulties. Stays open to and learns from assignments and feedback.

Solid Performer

## Comments

Marlo is a very friendly person and is a delight to have working here.



**Associate Information**Associate Name **Mario Spaeth** Store # **1449****Strengths**

Maro is here when scheduled and willing to do what we ask her to do. She does a great job in folding and straightening the dept.

**Areas of Opportunity**

Maro can go up to the service desk to get returns.

**Overall Performance Rating**

Role Model	Exceeds Expectations	Solid Performer	Development Needed	Below Expectations

**Development**

Helping out in housewares.

**Associate Comments**Check type of evaluation: ☐ 90 Day ☒ Annual ☐ Follow UpCurrent Pay Rate:  Increase Amount:  New Pay Rate: **Signatures***Mario Spaeth*  
Associate SignatureMario Spaeth  
Print Associate Name6-18-10  
Date*Donna Dehne*  
Hourly Supervisor SignatureDonna Dehne  
Print Hourly Supervisor Name6-18-10  
Date*Scott Van Stralen*  
Next Level Supervisor SignatureDonna Dehne  
Print Next Level Supervisor Name6-29-10  
Date*Scott Van Stralen*  
Store/Co Manager SignatureScott Van Stralen  
Print Store/Co Manager Name6-29-10  
Date



Name: MARLO SPAETH	Store# 1449	Position:
SS# [REDACTED]		Current Pay Rate: 10.10
Review Period:		Increase Amount: .40
From: 08/02/1999	To: 08/02/2009	New Pay Rate: 10.50

☐ 90 Day

☒ Annual

☐ Follow Up

**STRENGTHS**

Marlo is very good with customers. she is always on time, and when she comes out to the floor she goes right to work.

**AREAS FOR IMPROVEMENT**

Marlo should make sure to fold all the towels every day, and to continue to stay busy until it is time to leave.

**ASSOCIATES COMMENTS / GOAL SETTINGS**

☐ EXCEEDS EXPECTATIONS ☒ MEETS EXPECTATIONS ☐ BELOW EXPECTATIONS

**SIGNATURES:**

<u>X Marlo L Spaeth</u> Associate's Signature	<u>X Marlo L Spaeth</u> Print Associate's Name	<u>4-27-09</u> Date
<u>[Signature]</u> Hourly Supervisor Signature	<u>Soy N. Enow</u> Print Hourly Supervisor Name	<u>4-27-09</u> Date
<u>[Signature]</u> Salaried Manager's Signature	<u>Donna D. Dehne</u> Print Salaried Manager's Name	<u>4-27-09</u> Date
<u>[Signature]</u> Facility Manager's Signature	<u>Michael Queen</u> Print Facility Manager's Name	<u>5-6-09</u> Date



# **Performance Appraisal Salesfloor Associate**

E X C E L L E N T	M E E T S	B E L O W
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<b>Customer Service</b>		
Practices 10-Foot Rule.		X
Follows Dress Code Policy.		X
Assists Customers in finding merchandise.		X
Shows sense of urgency with all assignments.		X
Follows proper procedures for handling claims merchandise.	NA	
<b>Softlines/Apparel</b> – Is knowledgeable about:		
Sizing and colorizing.		
Hanging softlines.		
Rack rules.		
Fitting room procedures.		
<b>Hardlines</b> – Is knowledgeable about:		
Cutting keys.		
Cutting chain		
Cutting fabric.		
Mixing paint		
Live pet department.	V	

<b>Productivity</b>		
Zones the department.		X
Maintains features.	NA	
Follows proper procedures for:		
Ordering.		
Markups/markdowns.		
Signing/flagging/pricing/labels.		
Promptly get returns from Courtesy Desk.		
Maintains all risers properly	V	

<b>Safe Work Practices</b>		
Follows all safety/emergency policies and procedures.		X
Properly uses ladders and ensures they are not left on the salesfloor.	NA	
Ensures stable stacking of merchandise.		
Follows proper lifting techniques.		
Ensures all displays are secured in a safe and proper manner.	V	

<b>Dependability</b>		
Attendance and punctuality is within acceptable Company guidelines.		
Days Absent: <u>0</u> Days Tardy: <u>0</u>	X	

<b>Training</b>		
Current on CBLs	Company Goal: 100%	Associate Current % <u>100</u>
		X



Name: MARLO SPAETH	Store# 1449	Position:
SS# [REDACTED]		Current Pay Rate: 9.76
Review Period:		Increase Amount: .40
From: 08/02/1999	To: 08/02/2008	New Pay Rate: 10.16

☐ 90 Day

☒ Annual

☐ Follow Up

**STRENGTHS**

Marlo is good with helping customers. Always on time and goes right to work.

**AREAS FOR IMPROVEMENT**

Watch how long break is.

**ASSOCIATES COMMENTS / GOAL SETTINGS**

☐ EXCEEDS EXPECTATIONS ☒ MEETS EXPECTATIONS ☐ BELOW EXPECTATIONS

**SIGNATURES:**

<u>Marlo Spaeth</u> Associate's Signature	<u>Marlo Spaeth</u> Print Associate's Name	<u>6-27-08</u> Date
<u>Juanita Fingers</u> Hourly Supervisor's Signature	<u>Juanita Fingers</u> Print Hourly Supervisor's Name	<u>7-01-08</u> Date
<u>[Signature]</u> Salaried Manager's Signature	<u>Matt Grall</u> Print Salaried Manager's Name	<u>6-27-08</u> Date
<u>[Signature]</u> Facility Manager's Signature	<u>Michael Queen</u> Print Facility Manager's Name	<u>7-10-08</u> Date



## Performance Appraisal Salesfloor Associate

Practices 10-Foot Rule.

Follows Dress Code Policy.

Assists Customers in finding merchandise.

Shows sense of urgency with all assignments.

NA

Follows proper procedures for handling claims merchandise.

NA

**Softlines/Apparel** – Is knowledgeable about:

NA

Sizing and colorizing.

NA

Hanging softlines.

NA

Rack rules.

NA

Fitting room procedures.

NA

**Hardlines** – Is knowledgeable about:

NA

Cutting keys.

NA

Cutting chain

NA

Cutting fabric.

NA

Mixing paint

NA

Live pet department.

NA

Zones the department.

Maintains features.

NA

Follows proper procedures for:

NA

Ordering.

NA

Markups/markdowns.

NA

Signing/flagging/pricing/labels.

NA

Promptly get returns from Courtesy Desk.

NA

Maintains all risers properly

NA

Follows all safety/emergency policies and procedures.

Properly uses ladders and ensures they are not left on the salesfloor.

NA

Ensures stable stacking of merchandise.

NA

Follows proper lifting techniques.

NA

Ensures all displays are secured in a safe and proper manner.

NA

Attendance and punctuality is within acceptable Company guidelines.

Days Absent: 0 Days Tardy: 0

Current on CBLs

Company Goal: 100%

Associate Current % 100%



Name: MARLO SPAETH	Store# 1449	Position: <u>stocker-sale associate</u>
SS# [REDACTED]		Current Pay Rate: <u>8.77</u>
Review Period:		Increase Amount: <u>40</u>
From: 08/02/1999	To: 08/02/2007	New Pay Rate: <u>9.17</u>

☐ 90 Day

☒ Annual

☐ Follow Up

**STRENGTHS**

Marlo is always on time and goes directly to her job. she is also good with customers.

**AREAS FOR IMPROVEMENT**

Marlo needs to keep working until it is time for her to leave.

**ASSOCIATES COMMENTS / GOAL SETTINGS**

☐ EXCEEDS EXPECTATIONS ☒ MEETS EXPECTATIONS ☐ BELOW EXPECTATIONS

**SIGNATURES:**

<u>Marlo L Spaeth</u> Associate's Signature	<u>Marlo L Spaeth</u> Print Associate's Name	<u>8-27-07</u> Date
<u>Joy Nienow-Quanta Fingers</u> Hourly Supervisor Signature	<u>Joy Nienow-Quanta Fingers</u> Print Hourly Supervisor Name	<u>6-22-07</u> Date
<u>Mark R. Masop</u> Salaried Manager's Signature	<u>Mark R. Masop</u> Print Salaried Manager's Name	<u>6-25-07</u> Date
<u>Mark Edziewski</u> Facility Manager's Signature	<u>Mark Edziewski</u> Print Facility Manager's Name	<u>7-4-07</u> Date

# **Performance Appraisal Salesfloor Associate**

E	M	B
V	E	E
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Practices 10-Foot Rule.

Follows Dress Code Policy.

Assists Customers in finding merchandise.

Shows sense of urgency with all assignments.

Follows proper procedures for handling claims merchandise.

**Softlines/Apparel** – Is knowledgeable about:

Sizing and colorizing.

Hanging softlines.

Rack rules.

Fitting room procedures.

**Hardlines** – Is knowledgeable about:

Cutting keys.

Cutting chain

Cutting fabric.

Mixing paint

Live pet department.

Zones the department.

Maintains features.

Follows proper procedures for:

Ordering.

Markups/markdowns.

Signing/flagging/pricing/labels.

Promptly get returns from Courtesy Desk.

Maintains all risers properly

Follows all safety/emergency policies and procedures.

Properly uses ladders and ensures they are not left on the salesfloor.

Ensures stable stacking of merchandise.

Follows proper lifting techniques.

Ensures all displays are secured in a safe and proper manner.

Attendance and punctuality is within acceptable Company guidelines.

Days Absent: 0 Days Tardy: 0

Current on CBLs

Company Goal: 100%

Associate Current % 100



Name: MARLO SPAETH	Store# 1449	Position:
SS#		Current Pay Rate: 8.37
Review Period:		Increase Amount: .40
From: 08/02/1999	To: 08/02/2006	New Pay Rate: 8.77

☐ 90 Day

☒ Annual

☐ Follow Up

Good attendance

- STRENGTHS**
- Not afraid to ask questions/get assistance
  - Helps customers find merchandise or finds another associate to ensure the customer is helped
  - Picks merchandise fallen to floor - assists to buy + Juanita
  - Is learning to zone other areas - willing to help

- AREAS FOR IMPROVEMENT**
- Continue to learn + zone other areas
  - Look for new challenges
  - Remember safety - look for new areas along the way

ASSOCIATES COMMENTS / GOAL SETTINGS

Learn more about zoning candles

☐ EXCEEDS EXPECTATIONS ☒ MEETS EXPECTATIONS ☐ BELOW EXPECTATIONS

SIGNATURES:

<i>Marlo L Spaeth</i>	Marlo L Spaeth	6-12-2006
Associate's Signature	Print Associate's Name	Date
<i>Juanita Figgins</i>	Juanita Figgins	6-12-06
Hourly Supervisor Signature	Print Hourly Supervisor Name	Date
<i>Kate Bourgeois</i>	Kate Bourgeois	6/12/06
Salaried Manager's Signature	Print Salaried Manager's Name	Date
<i>Pat Wiley</i>	Pat Wiley	6/12/06
Facility Manager's Signature	Print Facility Manager's Name	Date

## Performance Appraisal Salesfloor Associate

Practices 10-Foot Rule.	
Follows Dress Code Policy.	
Assists Customers in finding merchandise.	
Shows sense of urgency with all assignments.	
Follows proper procedures for handling claims merchandise.	NA
<b>Softlines/Apparel</b> – Is knowledgeable about:	
Sizing and colorizing.	NA
Hanging softlines.	
Rack rules.	
Fitting room procedures.	
<b>Hardlines</b> – Is knowledgeable about:	
Cutting keys.	NA
Cutting chain	
Cutting fabric.	
Mixing paint	
Live pet department.	

Zones the department.	
Maintains features.	NA
Follows proper procedures for:	
Ordering.	NA
Markups/markdowns.	
Signing/flagging/pricing/labels.	
Promptly get returns from Courtesy Desk.	
Maintains all risers properly	

Follows all safety/emergency policies and procedures.	
Properly uses ladders and ensures they are not left on the salesfloor.	NA
Ensures stable stacking of merchandise.	
Follows proper lifting techniques.	
Ensures all displays are secured in a safe and proper manner.	NA

Attendance and punctuality is within acceptable Company guidelines.	
Days Absent: <u>0</u>	Days Tardy: <u>0</u>

Current on CBLs	Company Goal: 100%	Associate Current % <u>100%</u>
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Name: MARLO SPAETH	Store# 1449	Position: SALES ASSOCIATE
SS# [REDACTED]		Current Pay Rate: 7.97
Review Period:		Increase Amount: .40
From: 08/02/1999 -	To: 08/02/2005	New Pay Rate: 8.37

☐ 90 Day

☒ Annual

☐ Follow Up

### STRENGTHS

MARLO IS VERY PLEASANT AND COURTEOUS.  
SHE DOES A GREAT JOB KEEPING THE DEPARTMENT LOOKING NICE.  
MARLO HAS ALWAYS BEEN PROMPT AND COMPLETES ANY ASSIGNMENTS  
THAT ARE GIVEN TO HER.  
SHE HELPS CUSTOMERS WHENEVER SHE CAN

### AREAS FOR IMPROVEMENT

MAKE SURE TO SAY HELLO AND PRACTICE THE 10 FOOT RULE.

### ASSOCIATES COMMENTS / GOAL SETTINGS

I will work hard

☐ EXCEEDS EXPECTATIONS ☒ MEETS EXPECTATIONS ☐ BELOW EXPECTATIONS

### SIGNATURES:

<u>Marlo L Spauth</u> Associate's Signature	<u>Marlo L Spauth</u> Print Associate's Name	<u>6/29/05</u> Date
<u>[Signature]</u> Hourly Supervisor Signature	<u>GARY CHRISTENSEN</u> Print Hourly Supervisor Name	<u>6/29/05</u> Date
<u>[Signature]</u> Salaried Manager's Signature	<u>[Signature]</u> Print Salaried Manager's Name	<u>6/29/05</u> Date
<u>[Signature]</u> Facility Manager's Signature	<u>[Signature]</u> Print Facility Manager's Name	<u>6/29/05</u> Date

E X C E D S	M E E T S	B E L O W
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Customer Service	
Practices 10-Foot Rule.	
Follows Dress Code Policy.	
Assists Customers in finding merchandise.	
Shows sense of urgency with all assignments.	
Follows proper procedures for handling claims merchandise.	
<b>Softlines/Apparel</b> – Is knowledgeable about:	
Sizing and colorizing.	N/A
Hanging softlines.	
Rack rules.	
Fitting room procedures.	
<b>Hardlines</b> – Is knowledgeable about:	
Cutting keys.	N/A
Cutting chain	
Cutting fabric.	
Mixing paint	
Live pet department.	

Productivity	
Zones the department.	
Maintains features.	
Follows proper procedures for:	
Ordering.	
Markups/markdowns.	
Signing/flagging/pricing/labels.	
Promptly get returns from Courtesy Desk.	
Maintains all risers properly	

Safe Work Practices	
Follows all safety/emergency policies and procedures.	X
Properly uses ladders and ensures they are not left on the salesfloor.	X
Ensures stable stacking of merchandise.	X
Follows proper lifting techniques.	X
Ensures all displays are secured in a safe and proper manner.	X

Dependability	
Attendance and punctuality is within acceptable Company guidelines.	
Days Absent: <u>0</u> Days Tardy: <u>0</u>	

Training			
Current on CBLs	Company Goal: 100%	Associate Current % <u>100</u>	<input checked="" type="checkbox"/>



Name: <u>Mario Spæth</u>	Store# <u>1449</u>	Position:
SS# <u>[REDACTED]</u>		Current Pay Rate: <u>7.57</u>
Review Period:		Increase Amount: <u>.40</u>
From: <u>8-2-99</u>	To: <u>8-2-04</u>	New Pay Rate: <u>\$ 7.97</u>

☐ 90 Day

☒ Annual

☐ Follow Up

### STRENGTHS

VERY PLEASANT TO WORK WITH  
ZONES VERY WELL  
TEAM PLAYER

### AREAS FOR IMPROVEMENT

WOULD LIKE TO SEE MORE ZONING IN OTHER AREAS OF DEPARTMENT

### ASSOCIATES COMMENTS / GOAL SETTINGS

☐ EXCEEDS EXPECTATIONS ☒ MEETS EXPECTATIONS ☐ BELOW EXPECTATIONS

### SIGNATURES:

<u>Mario L Spæth</u> Associate's Signature	<u>Mario L Spæth</u> Print Associate's Name	<u>6-21-04</u> Date
Hourly Supervisor Signature	Print Hourly Supervisor Name	Date
<u>Steven T. Seash</u> Salaried Manager's Signature	<u>STEVEN T. SEASH</u> Print Salaried Manager's Name	<u>6-22-04</u> Date
<u>Brett Wiley</u> Facility Manager's Signature	<u>Brett Wiley</u> Print Facility Manager's Name	<u>6-22-04</u> Date

## Performance Appraisal Salesfloor Associate

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<b>Customer Service</b>			
Practices 10 Foot Attitude.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wears appropriate work attire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assists Customers in finding merchandise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows a sense of urgency with all assignments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follows proper procedures for handling claims merchandise.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Softlines/Apparel -- Is knowledgeable about:			
Sizing and colorizing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hanging softlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rack rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitting room procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hardlines -- Is knowledgeable about:			
Cutting keys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting chain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting fabric.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mixing paint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Live pet department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homelines -- Is knowledgeable about:			
Razor case procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perfume/cologne procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Productivity</b>			
Zones the department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains features.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follows proper procedures for:			
Ordering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markups/markdowns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signing/flagging/pricing/labels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promptly gets returns from Courtesy Desk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains all risers properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Safe Work Practices</b>			
Follows all safety and emergency policies and procedures.			
Properly uses ladders and ensures they are not left on the salesfloor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensures stable stacking of merchandise.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follows proper lifting techniques and uses back support belt when lifting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensures all displays are secured in a safe and proper manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Dependability</b>			
Attendance and punctuality is within Company guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days Absent: <u>0</u> Days Tardy: <u>0</u>			

<b>Training</b>		
Current on CBLs    Company Goal: 100% Associate Current % <u>100</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Name: <u>Marlo Spaeth</u>	Store# <u>1449</u>	Position:
SS# <u>[REDACTED]</u>		Current Pay Rate: <u>7.09</u>
Review Period:		Increase Amount:
From: <u>8-2-99</u>	To: <u>8-2-03</u>	New Pay Rate: <u>7.37</u>

☐ 90 Day

☒ Annual

☐ Follow Up

**STRENGTHS**

*great with customers, love to zone her Department and a very hard worker*

**AREAS FOR IMPROVEMENT**

*Returning damage merchandise*

**ASSOCIATES COMMENTS / GOAL SETTINGS**

*No comment*

☐ EXCEEDS EXPECTATIONS ☒ MEETS EXPECTATIONS ☐ BELOW EXPECTATIONS

**SIGNATURES:**

<u>Marlo L Spaeth</u> Associate's Signature	<u>Marlo L Spaeth</u> Print Associate's Name	<u>6-30-03</u> Date
<u>[Signature]</u> Hourly Supervisor Signature	<u>[Signature]</u> Print Hourly Supervisor Name	<u>6-30-03</u> Date
<u>[Signature]</u> Salaried Manager's Signature	<u>[Signature]</u> Print Salaried Manager's Name	<u>6/30/03</u> Date
<u>[Signature]</u> Facility Manager's Signature	<u>[Signature]</u> Print Facility Manager's Name	<u>6/30/03</u> Date



# ASSOCIATE'S COMMENDATION FORM

NAME

SS#

FACILITY#

Marlo L. Spaeth

[REDACTED]

1449

DATE HIRED:

POSITION

8-2-1999

Stocker

This form is to be used to recognize any action for which an Associate should be commended. Please give all the details, including dates.

Marlo is a very good Associate when ever she at work. Marlo Also do a outstanding Job of Zoning never complain and even try to help the customer to the best of her ability.

If a change in position occurs, please fill out the following:

POSITION:

FROM:

TO:

DEPARTMENT:

FROM:

TO:

SALARY:

FROM:

6.76

TO:

7.09

STATUS:

FROM:

F P T

TO:

F P T

\*\* F = FULL TIME \*\* \*\* P = PART TIME \*\* \*\* T = TEMPORARY \*\*

ASSOCIATE SIGNATURE

Marlo L. Spaeth

DATE:

HOURLY SUPERVISOR

Jay Nienow

DATE:

SALARIED MEMBER OF  
MANAGEMENT

[Signature]

DATE:

FACILITY MANAGER'S  
APPROVAL

[Signature]

DATE:

EFFECTIVE DATE

[Signature]

COPIES TO ASSOCIATE'S PERSONNEL FILE



## Performance Appraisal Salesfloor Associate

E X C E L L E N T	M E T R I C S	B E L O W
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<b>Customer Service</b>		
Practices 10 Foot Attitude.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wears appropriate work attire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assists Customers in finding merchandise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shows a sense of urgency with all assignments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follows proper procedures for handling claims merchandise.	<input type="checkbox"/>	<input type="checkbox"/>
Softlines/Apparel -- Is knowledgeable about:		
Sizing and colorizing.	<input type="checkbox"/>	<input type="checkbox"/>
Hanging softlines.	<input type="checkbox"/>	<input type="checkbox"/>
Rack rules.	<input type="checkbox"/>	<input type="checkbox"/>
Fitting room procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Hardlines -- Is knowledgeable about:		
Cutting keys.	<input type="checkbox"/>	<input type="checkbox"/>
Cutting chain.	<input type="checkbox"/>	<input type="checkbox"/>
Cutting fabric.	<input type="checkbox"/>	<input type="checkbox"/>
Mixing paint.	<input type="checkbox"/>	<input type="checkbox"/>
Live pet department.	<input type="checkbox"/>	<input type="checkbox"/>
Homelines -- Is knowledgeable about:		
Razor case procedures	<input type="checkbox"/>	<input type="checkbox"/>
Perfume/cologne procedures	<input type="checkbox"/>	<input type="checkbox"/>

<b>Productivity</b>		
Zones the department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintains features.	<input type="checkbox"/>	<input type="checkbox"/>
Follows proper procedures for:		
Ordering.	<input type="checkbox"/>	<input type="checkbox"/>
Markups/markdowns.	<input type="checkbox"/>	<input type="checkbox"/>
Signing/flagging/pricing/labels.	<input type="checkbox"/>	<input type="checkbox"/>
Promptly gets returns from Courtesy Desk.	<input type="checkbox"/>	<input type="checkbox"/>
Maintains all risers properly.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Safe Work Practices</b>		
Follows all safety and emergency policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Properly uses ladders and ensures they are not left on the salesfloor.	<input type="checkbox"/>	<input type="checkbox"/>
Ensures stable stacking of merchandise.	<input type="checkbox"/>	<input type="checkbox"/>
Uses back support belt when necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Follows proper lifting techniques.	<input type="checkbox"/>	<input type="checkbox"/>
Ensures all displays are secured in a safe and proper manner.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Dependability</b>		
Attendance and punctuality is within Company guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
Days Absent: _____ Days Tardy: _____		

<b>Training</b>		
Current on CBLs    Company Goal: 100% Associate Current % _____	<input type="checkbox"/>	<input type="checkbox"/>

## PERFORMANCE APPRAISAL

Name: MARLO SPAETH	Store # 1449	Position:
SS#: [REDACTED]		Current Pay Rate: 6.50
Review Period:		Increase Amount:
From: 08/02/1999	To: 08/02/2002	New Pay Rate: 6.76

☐ 90 Day☒ Annual☐ Follow Up

## STRENGTHS

Excellent Zoning. Starts on one end of Department, works to the other end. Helps customers. If she doesn't know something she finds someone who does.

## AREAS FOR IMPROVEMENT

## ASSOCIATES COMMENTS/ GOAL SETTINGS

This is an evaluation of the Associate's Overall Job Performance.

☐ EXCEEDS EXPECTATIONS☒ MEETS EXPECTATIONS☐ BELOW EXPECTATIONS

## SIGNATURES:

<u>Marlo Spaeth</u> Associate's Signature	<u>marlo spaeth</u> Print Associate's Name	<u>7-7-02</u> Date
<u>Karen Becker</u> Hourly Supervisor's Signature	<u>Karen Becker</u> Print Hourly Supervisor's Name	<u>7-7-02</u> Date
<u>Bruce Wiley</u> Salaried Manager's Signature	<u>Bruce Wiley</u> Print Salaried Manager's Name	<u>7/10/02</u> Date
<u>Bruce Wiley</u> Facility Manager's Signature	<u>Bruce Wiley</u> Print Facility Manager's Name	<u>7/10/02</u> Date



# **Performance Appraisal** **Salesfloor Associate**

E X C E E D S	M E E T S	B E L O W
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<b>Customer Service</b>		
Practices 10 Foot Attitude.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wears appropriate work attire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assists Customers in finding merchandise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shows a sense of urgency with all assignments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Follows proper procedures for handling claims merchandise.	<input type="checkbox"/>	<input type="checkbox"/>
Softlines/Apparel -- Is knowledgeable about:	<i>NA</i>	
Sizing and colorizing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hanging softlines.	<input type="checkbox"/>	<input type="checkbox"/>
Rack rules.	<input type="checkbox"/>	<input type="checkbox"/>
Fitting room procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Hardlines -- Is knowledgeable about:	<i>NA</i>	
Cutting keys.	<input type="checkbox"/>	<input type="checkbox"/>
Cutting chain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cutting fabric.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mixing paint.	<input type="checkbox"/>	<input type="checkbox"/>
Live pet department.	<input type="checkbox"/>	<input type="checkbox"/>
Homelines -- Is knowledgeable about:	<i>NA</i>	
Razor case procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perfume/cologne procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Productivity</b>		
Zones the department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintains features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follows proper procedures for:	<i>NA</i>	
Ordering.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Markups/markdowns.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Signing/flagging/pricing/labels.	<input type="checkbox"/>	<input type="checkbox"/>
Promptly gets returns from Courtesy Desk.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintains all risers properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Safe Work Practices</b>		
Follows all safety and emergency policies and procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Properly uses ladders and ensures they are not left on the salesfloor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensures stable stacking of merchandise.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uses back support belt when necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Follows proper lifting techniques.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensures all displays are secured in a safe and proper manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Dependability</b>		
Attendance and punctuality is within Company guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Days Absent: <u>0</u> Days Tardy: <u>0</u>		

<b>Training</b>		
Current on CBLs    Company Goal: 100% Associate Current % <u>100</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## PERFORMANCE APPRAISAL

Name: Marlo Spaeth	Store # 1449	Position:
SS#: [REDACTED]		Current Pay Rate: 6.24
Review Period:		Increase Amount: .20
From: 08/02/1999	To: 08/02/2001	New Pay Rate: 6.50

☐ 90 Day☒ Annual☐ Follow Up

## STRENGTHS

Very neat with folding and putting things back. Marlo does very well helping customers. If she can not find something she will go find someone else to help.

## AREAS FOR IMPROVEMENT

When you find something out of place try to find where it goes

## ASSOCIATES COMMENTS/ GOAL SETTINGS


This is an evaluation of the Associate's Overall Job Performance.

☐ EXCEEDS EXPECTATIONS☒ MEETS EXPECTATIONS☐ BELOW EXPECTATIONS

## SIGNATURES:

<u>Marlo Spaeth</u> Associate's Signature	<u>Marlo spaeth</u> Print Associate's Name	<u>7-6-2001</u> Date
<u>Juanita Fingers</u> Hourly Supervisor's Signature	<u>Juanita Fingers</u> Print Hourly Supervisor's Name	<u>7-6-2001</u> Date
<u>[Signature]</u> Salaried Manager's Signature	<u>J.P. Puy</u> Print Salaried Manager's Name	<u>7-6-2001</u> Date
<u>Brett Wiley</u> Facility Manager's Signature	<u>Brett Wiley</u> Print Facility Manager's Name	<u>7-6-01</u> Date



<b>Performance Appraisal Stocker</b>	<b>E X C E E D S</b>	<b>M E E T S</b>	<b>B E L O W</b>
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<b>Customer Service</b>			
Practices 10 Foot Attitude.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wears appropriate work attire.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Responds to Customer requests for information and service.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assists Customers in finding merchandise.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Productivity</b>			
Places merchandise on the correct counter in modular home.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works with the Department Managers to process overstock.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assists Department Manager with modular changes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secures display items.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Safe Work Practices</b>			
Follows safety/emergency procedures.			
Follows proper lifting techniques.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cleans all spills promptly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keeps floor clear of all objects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stretches/warms-up prior to shift.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wears back support belt at all times when lifting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uses proper ladders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does not climb on bins or shelves.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensures OSHA guidelines are followed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is knowledgeable about lockout/tagout procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disposes of trash/boxes quickly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keeps work area clean and hazard free.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keeps modulars clean.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zones the department.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Initiative</b>			
Works well on his/her own and requires very little supervision and follow-up.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is flexible depending upon freight flow/demand.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Dependability</b>			
Attendance and punctuality is within Company guidelines. Days Absent: <u>0</u> Days Tardy: <u>0</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Training</b>	
Current on CBLs Company Goal: 100% Associate Current % <u>100</u>	<input checked="" type="checkbox"/> <input type="checkbox"/>

# PERFORMANCE APPRAISAL

Name: <u>Marlo Speth</u>	Store # <u>1449</u>	Position:
SS#: <u>[REDACTED]</u>		Current Pay Rate: <u>6.00</u>
Review Period:		Increase Amount: <u>.24</u>
From: <u>08-02-99</u>	To: <u>08-02-00</u>	New Pay Rate: <u>6.24</u>

☐ 90 Day

☒ Annual

☐ Follow Up

## STRENGTHS

Marlo is friendly to both our customers and her fellow associates.  
Marlo is very outgoing.

## AREAS FOR IMPROVEMENT

## ASSOCIATES COMMENTS/ GOAL SETTINGS

This is an evaluation of the Associate's Overall Job Performance.

☐ EXCEEDS EXPECTATIONS

☒ MEETS EXPECTATIONS

☐ BELOW EXPECTATIONS

## SIGNATURES

<u>Marlo L Speth</u> Associate's Signature	<u>Marlo L Speth</u> Print Associate's Name	<u>7-4-2000</u> Date
<u>Carol J Grub</u> Supervisor's Signature	<u>Carol J Grub</u> Print Supervisor's Name	<u>7/4/2000</u> Date
<u>Bret White</u> Signature of Next Level of Supervision	<u>Bret White</u> Print Supervisor's Name	<u>7/4/00</u> Date



## Performance Appraisal Salesfloor Associate

E X C E E D S	M E E T S	B E L O W
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<b>Customer Service</b>		
Practices 10 Foot Attitude.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wears appropriate work attire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assists Customers in finding merchandise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shows a sense of urgency with all assignments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follows proper procedures for handling claims merchandise.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Softlines/Apparel -- Is knowledgeable about:		
Sizing and colorizing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hanging softlines.	<input type="checkbox"/>	<input type="checkbox"/>
Rack rules.	<input type="checkbox"/>	<input type="checkbox"/>
Fitting room procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Hardlines -- Is knowledgeable about:		
Cutting keys.	<input type="checkbox"/>	<input type="checkbox"/>
Cutting chain.	<input type="checkbox"/>	<input type="checkbox"/>
Cutting fabric.	<input type="checkbox"/>	<input type="checkbox"/>
Mixing paint.	<input type="checkbox"/>	<input type="checkbox"/>
Live pet department.	<input type="checkbox"/>	<input type="checkbox"/>
Homelines -- Is knowledgeable about:		
Razor case procedures	<input type="checkbox"/>	<input type="checkbox"/>
Perfume/cologne procedures	<input type="checkbox"/>	<input type="checkbox"/>

<b>Productivity</b>		
Zones the department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintains features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follows proper procedures for:		
Ordering.	<input type="checkbox"/>	<input type="checkbox"/>
Markups/markdowns.	<input type="checkbox"/>	<input type="checkbox"/>
Signing/flagging/pricing/labels.	<input type="checkbox"/>	<input type="checkbox"/>
Promptly gets returns from Courtesy Desk.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintains all risers properly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Safe Work Practices</b>		
Follows all safety and emergency policies and procedures.		
Properly uses ladders and ensures they are not left on the salesfloor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensures stable stacking of merchandise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uses back support belt when necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Follows proper lifting techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensures all displays are secured in a safe and proper manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Dependability</b>		
Attendance and punctuality is within Company guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Days Absent: <u>0</u> Days Tardy: <u>0</u>		

<b>Training</b>		
Current on CBLs    Company Goal: 100% Associate Current % <u>100</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## PERFORMANCE APPRAISAL

Name: <u>marlo Spach</u>	Store # <u>1449</u>	Position: <u>Sales Floor</u>
SS#: <u>[REDACTED]</u>		Current Pay Rate: <u>6.00</u>
Review Period:		Increase Amount: <u>2.5</u>
From: <u>08-02-99</u>	To: <u>10-31-99</u>	New Pay Rate: <u>6.25</u>

☒ 90 Day☐ Annual☐ Follow Up

## STRENGTHS

Marlo does a very good job straightening everything we ask her to do. She is also very friendly. She always keeps busy and works on her own.

## AREAS FOR IMPROVEMENT

Marlo need greet the customers before they greet her  
~~at take broken merchandise to service desk or claims~~  
use safe work practices and always make sure all displays are secure

## ASSOCIATES COMMENTS/ GOAL SETTINGS

Marlo like her job alot.

This is an evaluation of the Associate's Overall Job Performance.

☐ EXCEEDS EXPECTATIONS☒ MEETS EXPECTATIONS☐ BELOW EXPECTATIONS

## SIGNATURES

Associate's Signature <u>[Signature]</u>	Print Associate's Name <u>Lisa Nester</u>	Date <u>10-27-99</u>
Supervisor's Signature <u>[Signature]</u>	Print Supervisor's Name <u>Brett Wiley</u>	Date <u>10-27-99</u>
Signature of Next Level of Supervision	Print Supervisor's Name	Date



ASSOCIATE'S COMMENDATION FORM

NAME: Mario Sparr SS# [REDACTED] STORE # 1449  
 DATE HIRED: 8/2/99 POSITION: Softline/Rec

This form is to be used to recognize any action for which an associate should be commended. Please give all the details, including dates.

Competitive Starting  
Wage Increase

If a change in position occurs, please fill out the following:

POSITION:	FROM: _____	TO: _____
DEPARTMENT:	FROM: _____	TO: _____
SALARY:	FROM: <u>5.50</u>	TO: <u>6.00</u>
STATUS:	FROM: <u>    </u> F <u>    </u> P <u>    </u> T <u>    </u>	TO: <u>    </u> F <u>    </u> P <u>    </u> T <u>    </u>

\*\* F = FULL TIME \*\* P = PART TIME \*\* T = TEMPORARY \*\*

ASSOCIATE SIGNATURE Mario Lee Sparr  
 MANAGER'S APPROVAL [Signature]  
 EFFECTIVE DATE 9/14/99

DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

COPIES TO ASSOCIATE'S PERSONNEL FILE